

The Board of Commissioners of the Town of Burrillville Housing Authority met in regular session on Wednesday, September 12, 2012, at 6:30 PM, at Ashton Court, Harrisville, RI.

1. ROLL CALL: Chairperson Kelly Hunt called the meeting to order and the following were present: Maureen Guilbault, Matthew Misiasek, and Michael Gingell. Also present was: Joanne Fournier, Executive Director and Daniel Robillard, Fee Accountant.

2. MINUTES: Mr. Misiasek made a motion to accept the minutes from the August meeting as sent. The motion was seconded by Mr. Gingell, which passed. The minutes will be placed on file for audit.

A motion was made to take the agenda out of order and move to #8 New Business (a) Accountant's Report. The motion was seconded by Mr. Gingell, which passed.

8. New Business:

a. Accountant's Report: Mr. Robillard explained to the board that the operating subsidy (although not officially received yet by HUD) will increase giving the housing authority the go ahead in having the Air Vent Upgrade project completed in A, E and K buildings only with the reserved funding. Mr. Robillard also explained what was factored in the budget including wage increases and benefits paid by the housing authority and also utility increases. Ms. Hunt questioned funding for the hot water tank replacement. Mr. Robillard explained he and the Executive Director conferred this project and Mrs. Fournier has plans to apply for grants concerning this item. If this is not feasible, the Capital Fund budgets for 2011 and 2012 may be revised to compensate for this cost. After many questions and a lengthy discussion the board understands the budget will be tightened and there will be no extra reserves. The housing authority will need to let the reserves build up once again.

A motion was made by Mr. Gingell to continue to #8 (b) Adopt Resolution # 348. The motion was seconded by Mrs. Guilbault, which passed.

A motion was made by Mrs. Guilbault to adopt resolution # 348 approving the Budget as presented for FYE 9/30/2013. The motion was seconded by Mr. Misiasek, which passed. The accountant then exited the meeting.

A motion was then made by Mr. Gingell to go back to the order of the agenda at hand. The motion was seconded by Mr. Misiasek, which passed.

3. PUBLIC COMMENT: A resident inquired when they could expect the smoking hut to be delivered. The Executive Director explained she was advised to research the

matter from July's meeting. Mrs. Fournier provided the board a survey that was taken of 24 housing authorities in the state of Rhode Island. Ms. Hunt stated the board has not reached a decision as the request was made at the July meeting and the director did perform a significant amount of research on the matter. The resident then asked if he could also research the matter. Another resident inquired about the rusty water problem that occurred the month previous. The resident added many residents have been ill and have experienced rust in their wash. The director stated she had received no complaints of any resident becoming ill due to this issue. The director explained the problem was taken care of immediately and the resident doing wash at that time was reimbursed the money to redo their wash. She also stated the housing authority had a plumber and an engineer here to inspect the tank. The tank was drained twice and cleaned. The housing authority has not experienced any problems since that incident. Mr. Gingell stated there is a system in place to report issues as these. After a very lengthy discussion and brief concerns of other residents, and the rules of reporting issues the public comment session concluded.

4. Good & Welfare: Mrs. Fournier stated the monthly meet and greet is well attended. She also informed the board of meeting procedures as inquired at the July meeting regarding using laptop computers to alleviate paper usage. The director discussed this issue with other housing authorities (18) and found all still use paper. The director reported the laptop procedure would be costly for the housing authority.

5. Financial Statements: After some questions and discussion, Mrs. Guilbault made a motion to approve the financial statements as presented. The motion was seconded by Mr. Misiaszek, which passed.

6. Unpaid Bills: After some questions and discussion, Mrs. Guilbault made a motion to pay the bills as presented. The motion was seconded by Mr. Gingell, which passed.

7. Old Business

a. Air Vent System Project: The director provided the board with Addendum #1 issued from the pre-bid meeting. This concerned two items which were discussed by the board concerning the unit ventilators and turbine ventilator and roof fan exhaust systems in the A, E and K building. The director continued with the Engineer's contract award recommendation. After a lengthy explanation of how the award was designated, and how the bidding process did separate the project by buildings, a motion was made by Mr. Misiaszek to award the project to Allstate Bidders at the price of \$41,500.00 for each building type "C" involving A, E and K buildings only at an estimated total of \$124,500.00. The motion was seconded by Mr. Gingell, which passed.

b. Commissioner Recommendation: The director explained she submitted a letter to the Town Council with no response as of yet, to reinstate Ms. Hunt for another term as commissioner of the BHA.

c. Answering Service: Mrs. Fournier explained the new answering system is working out very well. She has now finalized the service calls to include overnight guests staying at Ashton Court and emergency issues as first established.

d. Hot Water Tank Info: Mrs. Fournier stated the prices were included in the commissioner's packets along with the information including which type of hot water tank was suggested to replace the present one. The director will investigate this matter further.

8. New Business

c. HFD alarms: The director stated the fire department has been receiving a few calls due to the alarms in the one bedroom cottage units after burning toast. Mrs. Fournier stated she has discussed the situation with Mr. Mainville, RI Assistant Deputy State Fire Marshal, and due to the fire alarm upgrade in 2009, the one bedroom detectors were never deprogrammed. They would now have to be deprogrammed and taken out of the units and covered with a plate to discontinue their usage. Some discussion from a resident's visitor was allowed, in which his concern involved the tenant's safety. Mrs. Fournier insured the visitor that the Harrisville Fire Department has nothing but the residents well being and safety in mind and always has. The director also explained once the alarms are removed and de-programmed they may be replaced by battery operated which the director has already researched. Mr. Misiaszek then made a motion to have the director provide the necessary fire alarms to the residents as she sees fit to comply with fire code and approval from HFD. The motion was seconded by Mr. Gingell, which passed.

d. Stimulus Grant: Mrs. Fournier stated she has expended the grant and is now ready for audit. The director explained the last of the funding was expended on a carport made of steel and metal for the residents to use as a cookout area, due to the other three (3) canopies and poles purchased that had ripped and were damaged during the wind and rain storms in past years.

9. MAINTENANCE REPORT: The director stated the brush and debris was removed from the visitor's lot. One empty unit is now complete and leased. Two other units are undergoing rehab and the maintenance department has completed all work orders pertaining to the annual inspection.

A resident asked how it was determined on what units were rehabbed and why. Mrs. Fournier stated the apartments that contain asbestos must be removed and there are presently 3 left.

A motion was made by Mrs. Guilbault to go into executive session at 7:35 PM regarding RIGL § 42-46-5(a)(2). The motion was seconded by Mr. Misiaszek, which passed.

A motion was made to come out of Executive Session by Mr. Gingell at 7:55 PM. The motion was seconded by Mrs. Guilbault, which passed.

A motion was made to seal the minutes of the Executive Session by Mr. Gingell. The motion was seconded by Mr. Misiaszek, which passed.

One vote was taken. The majority of the board voted in favor of not pursuing collection of the former residents probate funds.

10. Adjournment: A motion was made by Mr. Misiaszek to adjourn the meeting at 7:25 PM. The motion was seconded by Mr. Gingell, which passed.

Respectfully Submitted,

Joanne Fournier
Secretary